

1210.18 Social Welfare Checks

Issued January 1, 1994

SUBJECT: Social Welfare Checks.

APPLICATION: Department of Management and Budget, Department of Social Services (DSS), and Department of Treasury.

PURPOSE: To provide guidelines for above listed departments in fulfilling their respective, mandated obligations in the warrant writing process for social welfare programs.

CONTACT AGENCY: Department of Management and Budget (DMB) - Office of Financial Management (OFM).

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SUMMARY:

In conformance with the agreement between DMB, DSS, and Treasury, responsibility for printing warrants for DSS provider and recipient programs is delegated per type of payment. Responsibilities are delegated among these departments for warrant control, warrant distribution, payment certification and re-issuance of returned or undeliverable warrants.

DMB certifies availability of funds for recipient payments via on-line inquiry within the central accounting system and records corresponding expenditures.

DSS, with supervision and participation of Treasury, prints and distributes warrants for recipient programs. Treasury signs the warrants for recipient programs and releases them to DMB for mailing.

Treasury prints, signs, and distributes warrants for provider programs. Treasury maintains and controls inventory of warrant stock.

Warrants which are payable to recipients having DSS county office as the mailing address are mailed together.

Warrants must have Treasury as their return address.

APPLICABLE FORMS: DSS-303, Warrant Disbursement Certification for Recipient Payments.
A-2, Journal Voucher (JV).
A-29, Receipts Voucher (RV).
A-30, Payment Voucher (PV).
M-1085, Imprest Cash Deposit Ticket.

PROCEDURES:

Provider Payments

DSS:

- Delivers magnetic tape of accounting and vendor data to Treasury, Central Systems Data Center (CSDC), by noon to be included in the day's accounting.
 - Warrants requiring non-individualized inserts must be blocked together on magnetic tape.
- Delivers individualized inserts to Treasury.

- If a new address is identified, initiates Form A-30, Payment Voucher (PV), charging the suspense account to issue a new warrant through the central accounting system.
- If payment is not being reissued to a payee or not initiated on the PV charging the suspense account, sends journal entry request to DMB, OFM to transfer amounts from the suspense account to the original expenditure account.
- May request Treasury to pull warrant(s).

Treasury:

- Provides equipment, space for inserting and storage, postage, envelopes and miscellaneous supplies for processing provider payments.
- Prints provider warrants using magnetic tapes of vendor data provided by DSS and processed through the DMB central accounting system.
- Prepares feedback tape containing warrant numbers, dates and amounts for DSS.
- May receive request from DSS to pull warrant(s) for recovery of overpayment or for administrative action.
 - Stamps pulled warrant(s) VOID.
 - Receipts pulled warrant(s) into appropriate suspense account.
 - Prepares Form A-29, Receipts Voucher (RV); forwards a copy to DSS.
 - Prepares warrants for mailing.
 - Stuffs individualized inserts for Medical Assistance program.
- Mails provider payments other than Medical Assistance within 2 business days of the date and time of certification.
 - Normally, mails Medical Assistance payments within 3 business days of the date and time of certification.
- Stamps returned and undeliverable warrants VOID.
- Receipts voided returned and undeliverable warrants into appropriate suspense account.
 - Makes photocopies of the warrants.
- Monitors volume of returned and undeliverable warrants.
- Forwards copy of RV and photocopies of warrants to DSS on the next business day after receiving returned and undeliverable warrants.

DMB, OFM:

- Performs certification process within central accounting system.

DMB, Mail and Delivery Services Section:

- Deposits warrants in U.S. mail.

Recipient Payments

DSS:

- Provides equipment, space for inserting and storage, postage, funds for purchase of warrant stock, envelopes and miscellaneous supplies for processing recipient payments.
- Prepares Form DSS-303, Warrant Disbursement Certification for Recipient Payments documents.
- Delivers warrant certification documents to DMB, OFM by noon to ensure certification that day.
- Prints recipient warrants.
- Delivers warrant tape to CSDC for Treasury's audit of warrant numbers and amounts before issuance.

- Places warrants in custody of designated Treasury representative immediately after warrants have been printed.
 - Ensures that each warrant will be mailed to a specified payee.
- Maintains proof of receipt of warrant for 6 months for payee obtaining warrant at county office and submits proof of receipt to Treasury upon request.
- If new address is identified within 60 days, mails new check with current date to recipient.
- On a monthly basis, prepares detailed reconciliation of suspense account.
 - Provides DMB, OFM a copy of reconciliation within 15 business days after the end of each month.

DSS Caseworker:

- Enters new recipient address into Client Information System if applicable.

DSS Supervisor:

- Reviews and submits documentation to Warrant Search Section.

DSS, Warrant Search Section:

- Maintains documentation 6 months; provides to Treasury upon request.
- If undeliverable warrant will not be replaced, issues imprest cash check and deposits to expenditure accounts originally charged.

Treasury:

- Orders warrant stock from printing vendor.
- Maintains inventory of warrant stock.
- Supplies DSS with warrant stock to print recipient warrants.
- Signs warrants.
- Pulls warrant(s) upon request of DSS.
 - Stamps pulled warrant(s) VOID as requested by DSS, Warrant Control Section for recovery of overpayments.
 - Deposits voided warrant(s) pulled for recovery of overpayment into imprest cash account.
 - Submits copy of RV to DSS, Warrant Control Section.
 - If coded as a county pull, mails pulled warrant to the county.
 - Receipts voided warrants not being mailed into suspense account
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- Participates in inserting; releases warrants to DMB to be placed in the U.S. mail.
- Stamps returned and undeliverable warrants VOID.
 - Deposits voided returned and undeliverable warrants into designated DSS imprest cash account.
 - Forwards copy of Form M-1085, Imprest Cash Deposit Ticket, to DSS.
- Prepares magnetic tape containing information on all returned and undeliverable warrants no later than the next business day after receipt of the warrants.
 - Forwards magnetic tape to DSS for use in Client Information System.

DMB, OFM:

- Confirms availability of funds via on-line inquiry system.
 - If funds are available signs warrant certification documents.
 - If funds are unavailable does not sign warrant certification documents.
 - If there is a system failure certification may be delayed up to 24 hours.
- Delivers signed warrant certification documents to Treasury, Bureau of Management Services; or returns unsigned warrant certification documents to DSS for properly authorized documentation to verify that the insufficiency was corrected.
- Initiates JV to record payments in the central accounting system.

DMB, Mail and Delivery Services Section:

- Deposits warrants in U.S. mail.

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Distribution Date: 1-6-97
Procedure 1210.18